

Statewide Care & Shelter Committee

THE SHELTER MANAGER ACTION GUIDE

GENERAL CONSIDERATION: *What is the condition, need, consideration or activity? Break it down into specifics, if desired, i.e., "Environment – Potable Water," or "Environment – Temperature."*

SPECIFIC CONSIDERATION: *What are the possible impacts that might occur as a result of the identified condition, need, consideration or activity? What does your shelter operations staff need to understand?*

REMEDIES: What specific steps do you want taken by shelter operations staff when they are confronted with this condition, need, consideration or activity? This is a list of steps that can be taken with on-site personnel and resources, pre-arranged personnel and resources, or other on-site people, such as the site operator or evacuees. Only steps for which you have prepared should be listed. List actions for which you have trained, or which have been arranged through formal and informal agreements. The "CONTACTS" section below should include specific pre-arranged resources, preferable two deep (first contact, with a backup). Telephones, cells, pagers, etc. should provide 24 hour access.

In large, commonly used shelter sites (a high school gymnasium), you may wish to do a shelter-specific contact list.

CONTACTS

1. ASSISTANCE:

NAME/ORGANIZATION:

PHONE #1: _____ PHONE #2: _____

CELL #: _____ PAGER #: _____

2. ASSISTANCE:

NAME/ORGANIZATION:

PHONE #1: _____ PHONE #2: _____

CELL #: _____ PAGER #: _____

3. ASSISTANCE:

NAME/ORGANIZATION:

PHONE #1: _____ PHONE #2: _____

CELL #: _____ PAGER #: _____